



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

ASSISTANT DIRECTOR, ENVIRONMENTAL HEALTH

Class No. 002260

■ CLASSIFICATION PURPOSE

To serve as principal assistant to the Director, Environmental Health; to assist in managing all activities in the Department of Environmental Health as they relate to protecting and promoting the public health through environmental health and sanitation management; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position executive management class allocated only to the Department of Environmental Health. Under administrative direction, the Assistant Director, Environmental Health is responsible for serving as the principal assistant to the Director of Environmental Health and assisting in the management of all activities in the Department of Environmental Health.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Assists in planning, directing, organizing, coordinating, and evaluating all activities in the Department of Environmental Health consisting of regulating establishments involved in food production, public housing, public pools, drinking water systems, mobile home parks, land and water quality, sewage, solid waste disposal, hazardous materials, vector problems, occupational health issues for County employees, and radiation control laws.
2. Assists in directing the development and implementation of County policy and procedures concerning departmental services.
3. Assists in directing the development, implementation, evaluation of departmental plans and programs, and recommends appropriate changes.
4. Assists in developing the department's annual budget and monitors revenue and expenditure transactions.
5. Conducts fiscal analysis and prepares cost projections.
6. Identifies operational problems and formulates appropriate solutions.
7. Prepares reports and correspondence.
8. Makes presentations to the Board of Supervisors and other legislative authorities.
9. Represents the County, in the absence of the director, when meeting with Federal and State agencies, elected officials, businesses, community organizations and other public and private agencies to effectively and efficiently achieve established departmental goals and objectives.
10. Performs special studies and projects as assigned by the Director.
11. Acts in the absence of the Director.
12. Supervises subordinate staff.
13. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Community resources available to implement and provide environmental health programs.
- Federal, state, and local laws, regulations, and codes related to environmental health protection, programs, and services.
- Public administration principles and theory including general administration, human resources management, fiscal management, and accounting.
- Supervision and training principles and practices.
- Policy and procedure development and implementation related to a variety of environmental health issues, programs, and services.
- The General Management System in principle and practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Assist in the planning, organizing, directing, and evaluating to activities of a multi-disciplinary staff involved in providing a variety of environmental health programs and services that protect and promote public health.
- Coordinate departmental services with other County departments and public or private agencies.
- Ensure that departmental activities conform to federal, state, and local laws and regulations.
- Identify and resolve departmental operational problems.
- Prepare an annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and environmental issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media and other agencies.
- Communicate effectively orally and in writing.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university in environmental, public/occupational health, public/business administration, environmental engineering, a biological science, or a closely related field; AND, five (5) years of progressively responsible management level experience in a public/environmental health agency with responsibility over programs such as food and housing, vector control, land and water quality, solid waste or hazardous materials management.

Note: A master's degree or equivalent from an accredited college or university in environmental, public/occupational health, public/business administration, environmental engineering, a biological science, or a closely related field may substitute for one year of the required experience.

Certification as a registered Environmental Health Specialist (REHS) in the State of California is highly desirable.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

Special Note

A working knowledge of information technology as applied to environmental public health operations is desirable.

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

**New: January 6, 1995
Reviewed: Spring 2003
Revised: June 15, 2004
Revised: January 5, 2006**